Household income forms are associated with every participant in a household. The effective dates of the income form will determine the income eligibility status (A-Free, B-Reduced, C-Paid) for each child in a household.

To add a household income form:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the primary parent/guardian to bring up the Household Info page. (Alternatively, click on the child's name and then click on "Household" on the bread crumbs menu in the upper-left corner.)
- Scroll down to "Household Income Statement" and click the blue "Add Income Form" button.
- Complete the fields:
    - Parent Signature Date: use the date picker to select the date the parent signed the form.
    - Sponsor Signature Date: use the date picker to select the date the sponsor signed the form.
    - Click the "Fill in Effective and Expiration Dates Based on Signature Dates" button OR fill in the fields manually.
    - First effective month: **use the date picker and click "Done"** to select the first month in which the form is active. **Note: if a claim has already been processed for a month, you cannot make an income form eligible for that month** because it would change the claiming percentage for that month. If you wish to add the income form, you must rollback the claim, add the new income form, then reprocess the claim and submit a claim adjustment to your state agency.
    - Last effective month: **use the date picker and click "Done"** to select the last month in which the form is active. There is no minimum amount of time an income form can be active, but there is a maximum of 13 months.
    - Select the F/R/P value for the income form. My Food Program does not automatically calculate the F/R/P status based on income and household size, however **you can use the Income Category Calculator at the bottom of this page to assist with these calculations**. Please see website for user responsibility.
    - Reason: If you select "A-Free" as the status, select the reason. If the reason is a Case Number, enter that number.
    - Notes: for your recordkeeping.
- Upload a scan or photograph of the form, if desired.
- Click "Save".

Household Income Eligibility Form

Parent Signature Date	
Sponsor Signature Date	

Fill in Effective and Expiration Dates Based on Signature Dates

First effective month	
Last effective month	
F/R/P values	C-Paid
Reason	Select
Notes	
Upload Form	Browse... No file selected.

File limit is 10MB

Save

Income Category Calculator*

	Totals	Additional	
Household Size			Add To Total
Annual Income			Add To Total
Monthly Income			Add To Total
Twice Per Month Income			Add To Total
Every Two Weeks Income			Add To Total
Weekly Income			Add To Total

Calculate